



**TOWN OF CONCORD**  
**HUMAN RESOURCES DEPARTMENT**  
TOWN HOUSE  
P.O. BOX 535  
22 MONUMENT SQUARE  
CONCORD, MASSACHUSETTS 01742

TEL: 978-318-3025  
FAX: 978-318-3024  
*hr@concordma.gov*

May 19, 2015

Dear Applicant,

Thank you for your interest in the **Ranger** position with the Town of Concord. Enclosed with this letter is a description of the duties and qualifications for this position, as well as an application form. In order to be considered for this position, you must fully complete the application form and return it to the Town Human Resources Office. **Applications will be accepted until positions are filled.**

Please note that you may attach a resume to your application as additional information; however, the resume cannot serve as a substitute for completing the form in full. Emailed resumes are not accepted. Please do not include any information pertaining to age, race, color, religion, national origin, ancestry, gender, gender identity, sexual orientation and physical/medical condition or history.

All applications will be reviewed, and the most highly qualified candidates will be invited to one or more interviews. You can expect to be notified as soon as a decision has been made regarding your standing in the process. We anticipate that everyone will have been contacted regarding their candidacy within six weeks of the deadline.

Again, thank you for your interest in the Town of Concord.

Sincerely,

Amy Traywick  
Assistant Human Resources Director

Enclosures (2)



*The Town of Concord  
is currently accepting applications for 2 temporary, full-time positions of:*

**RANGER**  
NATURAL RESOURCES DIVISION

\$13.00 - \$18.00 per hour, depending on qualifications

Sunday - Thursday OR Tuesday - Saturday,  
10:30 a.m. – 7:00 p.m., with the possibility of overtime.

Temporary period of employment anticipated to be June – mid-September 2015

**Applications accepted until positions are filled.**

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**APPLICATION PROCESS**

All applicants are required to complete the attached Town application form. Resumes may be attached to the application form as additional information but cannot serve as a substitute for completing the form.

Applications will be accepted in the Concord Human Resources Office until the positions are filled. Emailed resumes are not accepted. The most highly qualified candidates will be invited to one or more interviews and/or other assessments. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application. The most highly qualified candidates will be invited to one or more interviews.

Appointment of the final candidates will be contingent upon completion of pre-placement conditions including a drug-screening and motor vehicle record check. Costs for these pre-placement requirements will be borne by the Town.

Individuals who need accommodation in order to participate in this process should contact the Town Human Resources Department.

**The Town of Concord is committed to a diverse workforce and welcomes applicants with disabilities and/or from multi-cultural communities. EOE**

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Questions regarding this hiring process should be addressed to the:

**Concord Human Resources Department**  
Town House, P.O. Box 535, Concord, MA 01742  
**978-318-3025**  
**[www.concordma.gov/hr](http://www.concordma.gov/hr)**

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## **Ranger**

### **About the Position:**

Under general direction of the Natural Resources Director, the Ranger assists the Town in educating the public about the Town-owned land Rules and Regulations and enforcing compliance when necessary (including issuing parking tickets for illegally parked vehicles). Advises visitors on natural resource preservation and performs occasional land management such as invasive plant control, clearing brush, and trail maintenance. Some weekend work required.

### **Essential Functions:**

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

- Patrols Town-owned lands around White Pond on foot or bicycle and educates the public on Rules and Regulations.
- Interfaces regularly with the public in a pleasant, professional, and diplomatic manner.
- Enforces "No Parking" zones by issuing tickets to illegally parked vehicles.
- Enforces Town Lands Rules and Regulations, with the assistance of the Concord Police Department if necessary.
- Performs trail maintenance.
- Educates the public on preservation, natural history, ecology, plants, and wildlife.
- Maintains erosion control measures.
- Maintains waste receptacles.

### **Minimum Qualifications:**

- Possession of valid driver's license.
- 18 years of age or older.
- Demonstrated ability to interact professionally with a diverse public.
- Strong interpersonal communication skills.
- Ability to hike short distances over a variety of terrain and in adverse weather conditions.

### **Preferred Qualifications:**

- First Aid/CPR certification.
- Background in natural resources or similar field.
- Knowledge of New England flora and fauna and land practices for erosion control measures, trail maintenance, and habitat restoration.

### **Working Conditions & Physical Demands:**

While performing the functions of this job, the employee will be required to work outside, walk and bike long distances, in all types of weather conditions including rain, heat, and humidity. Work includes exposure to mosquitoes, ticks, and various environmental hazards. Employee is required to traverse uneven terrain and to stand, walk, bike, sit, bend and reach for extended periods. Employee is frequently required to use hands to finger, handle or feel objects; reach and pull with hands and arms; stoop, kneel, balance, climb and crawl. Specific vision abilities required include close, distance, and peripheral vision and the ability to adjust focus. Incumbent must be able to hear normal sounds, distinguish sounds as voice patterns and communicate.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*



# TOWN OF CONCORD

An Equal Opportunity Employer

## EMPLOYMENT APPLICATION

BOTH PAGES MUST BE LEGIBLY COMPLETED

Return to: Human Resources Dept., 22 Monument Square

**OR** Mail to: P.O. Box 535, Concord, MA 01742

Name	_____	_____	_____
	First	Middle	Last
Address	_____		
City	_____	State	_____ Zip
Home # (____)	_____	Cell # (____)	_____
Email Address	_____		

Position Applying for: **RANGER**

How did you learn of this position, please be specific (i.e. Concord's website, Name of Newspaper, etc.): \_\_\_\_\_

Schedule: Continuous ☐ Seasonal ☐ Full Time ☐ Part Time ☐ Either ☐

Do you have relatives working for the Town of Concord? Yes ☐ No ☐

Are you, or any relative, a member of any Town Board or Commission? Yes ☐ No ☐

If yes to either, please specify \_\_\_\_\_

If hired, can you provide proof of citizenship or legal right to work in the US? Yes ☐ No ☐

Are you under 18 years of age? If yes, a work permit is required. Yes ☐ No ☐

### SPECIAL SKILLS (Below please list special skills applicable to this position)

\_\_\_\_ Typing (WPM \_\_\_\_)  
\_\_\_\_ Word Processing /  
Equipment/Programs

\_\_\_\_ Shorthand (WPM \_\_\_\_)

\_\_\_\_ 10 Key Calculator  
\_\_\_\_ Computers -  
Equipment/Programs

Licenses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Shop or Heavy Equipment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

### EDUCATION HISTORY

Highest Level of Education: \_\_\_\_\_ Grade School \_\_\_\_\_ High School Diploma or equivalent  
\_\_\_\_ Vocational, Technical Diploma or Certificate  
\_\_\_\_ Associates Degree \_\_\_\_\_ Bachelors Degree \_\_\_\_\_ Post Grad. Degree

Name and Address of Schools (High School and Above)	Major Fields of Study	Number of years completed or type of degree received

Other Training you received (e.g. Work Training Programs, Armed Forces Training, Special Courses, etc.):

Additional information that may be helpful in establishing your qualifications. (Awards, Professional Affiliations, etc.)

**EMPLOYMENT RECORD**

**This section must be completed.** A resume cannot be substituted. List most recent position first. Include relevant summer employment or work performed on a voluntary basis.

Name of Company \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
month/year month/year  
Address \_\_\_\_\_ Salary \_\_\_\_\_ hr/mo/wk/yr Hours per Week \_\_\_\_\_  
Your Supervisor \_\_\_\_\_ Reference phone # (\_\_\_\_\_) - \_\_\_\_\_  
Your Position Title \_\_\_\_\_ Summarize your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving (or Seeking Other Employment) \_\_\_\_\_

Name of Company \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
month/year month/year  
Address \_\_\_\_\_ Salary \_\_\_\_\_ hr/mo/wk/yr Hours per Week \_\_\_\_\_  
Your Supervisor \_\_\_\_\_ Reference phone # (\_\_\_\_\_) - \_\_\_\_\_  
Your Position Title \_\_\_\_\_ Summarize your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Name of Company \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
month/year month/year  
Address \_\_\_\_\_ Salary \_\_\_\_\_ hr/mo/wk/yr Hours per Week \_\_\_\_\_  
Your Supervisor \_\_\_\_\_ Reference phone # (\_\_\_\_\_) - \_\_\_\_\_  
Your Position Title \_\_\_\_\_ Summarize your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Name of Company \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
month/year month/year  
Address \_\_\_\_\_ Salary \_\_\_\_\_ hr/mo/wk/yr Hours per Week \_\_\_\_\_  
Your Supervisor \_\_\_\_\_ Reference phone # (\_\_\_\_\_) - \_\_\_\_\_  
Your Position Title \_\_\_\_\_ Summarize your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

I understand that entering into and continuing employment with the Town is subject to the verification of my statements and receipt of satisfactory references. I understand that any false answers or statements and/or withholding of information will be sufficient grounds to terminate my employment at any time.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.*